Roster Verification

2011-12

This document provides instructions for reviewing student rosters.

User's Guide for Principals

An electronic version of this document is available at:
www.eride.ri.gov/RosterVerification/RosterVerification_UserGuide_PrincipalVersion.pdf

Document Last Updated On 5/3/2012
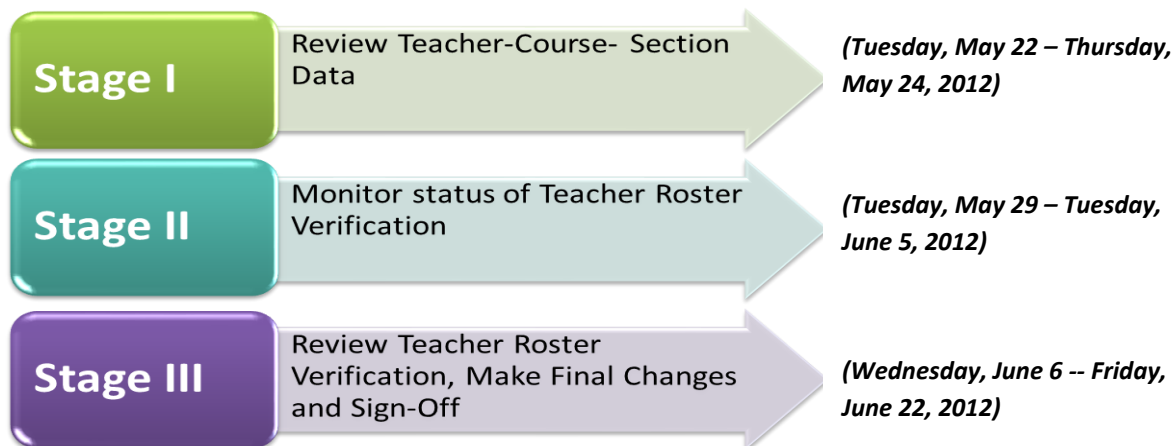
Table of Contents

Logging in to the RIDE Roster Verification System

1. Open a web browser such as Internet Explorer, Google Chrome, Mozilla Firefox or Safari

2. Point your browser to http://www.eride.ri.gov/

3. Enter your eRIDE User ID and password, and then click on the **Login** button. (Note: To retrieve your password, please go to: https://www.eride.ri.gov/users/PasswordRetrieve.asp. Enter your First Name, Last Name and Email Address and then click on **Submit**. If you don't have an eRIDE User ID, contact your district data systems administrator.) Once you are logged in, find and click on the Roster Verification icon.

Please note that your teachers will use a slightly different login process. They log into to http://www.eride.ri.gov/RosterVerification/ and use their certification ID and password. If they need help retrieving their certification ID or password, they can go to https://www.ricert.ride.ri.gov/RIDE/pwdHelp.do.

Roster Verification Process Overview

The Roster Verification Process for principals is broken down into the following stages:

Stage	Description	Dates
Stage I	Review Teacher-Course- Section Data	*(Tuesday, May 22 – Thursday, May 24, 2012)*
Stage II	Monitor status of Teacher Roster Verification	*(Tuesday, May 29 – Tuesday, June 5, 2012)*
Stage III	Review Teacher Roster Verification, Make Final Changes and Sign-Off	*(Wednesday, June 6 -- Friday, June 22, 2012)*

Important reminder for principals about Roster Verification:

- Roster Verification involves more than just changing the data shown to you in the RV Tool. It may involve you consulting with alternate data sources (such as Student Information Systems, classroom attendance records, or grade books), or working with your school's Registrar, Data Clerk, or teachers to confirm the accuracy of specific student records or Course-Section assignments.

Stage I: Review Teacher-Course-Section Data

From Tuesday, May 22 through Thursday, May 24, principals will begin the Roster Verification process by logging into the Roster Verification Tool and checking the Teacher-Course-Section (TCS) data to ensure that the information from the district student information system (SIS) was submitted correctly to RIDE. You will identify if there are any missing teachers or course sections for your school – or if there are any teachers or courses that should not be listed – and get corrections made in the Student Information System so that the correct data can be submitted back to RIDE in time for teachers to begin their portion of the Roster Verification process.

When you log in to review your teacher-course-section data, you will go through the information on your school roster page, which can be sorted by teacher last name or by course, in order to:

1. **Review the list of courses and sections in your school and identify any that are missing or incorrect.**

2. **Review the teachers listed as Contributing Educators to ELA and/or Mathematics at your school and identify any that are missing or incorrect.**

After logging in successfully, you will see your School Roster Page. This is where you will be able to see all the students, their courses, and sections as well as the information you will be asked to verify during this Roster Verification process. If you log into the system either before or after the notification period, you will see a screen that says: "Notice, students will only appear on your roster during the OPEN period."

During the Roster Verification "Open" period, your TCS roster will see a list of teachers and their accompanying course/section data that has been imported from your Student Information System that looks like the screen below:

Click on the "View by Course" or "View by Teacher" buttons to sort your school rosters

3. **Compile a list of teachers and sections which need to be added or updated in your district's Student Information System (SIS)** *(note that this step takes place outside of the Roster Verification system)*

4. **Work with your school's Registrar, Data Clerk, or Data Manager to ensure that your district SIS is properly updated.** This must happen before the close of Stage I, so that by the time your teachers log into the RV tool, they will be able to see the correct course and section information. If you are not familiar with the process for

getting your SIS system updated, you should contact your district data manager before the Roster Verification process begins on February 2 to make sure that you have an agreed upon process to update the system within the timeframe that will be required.
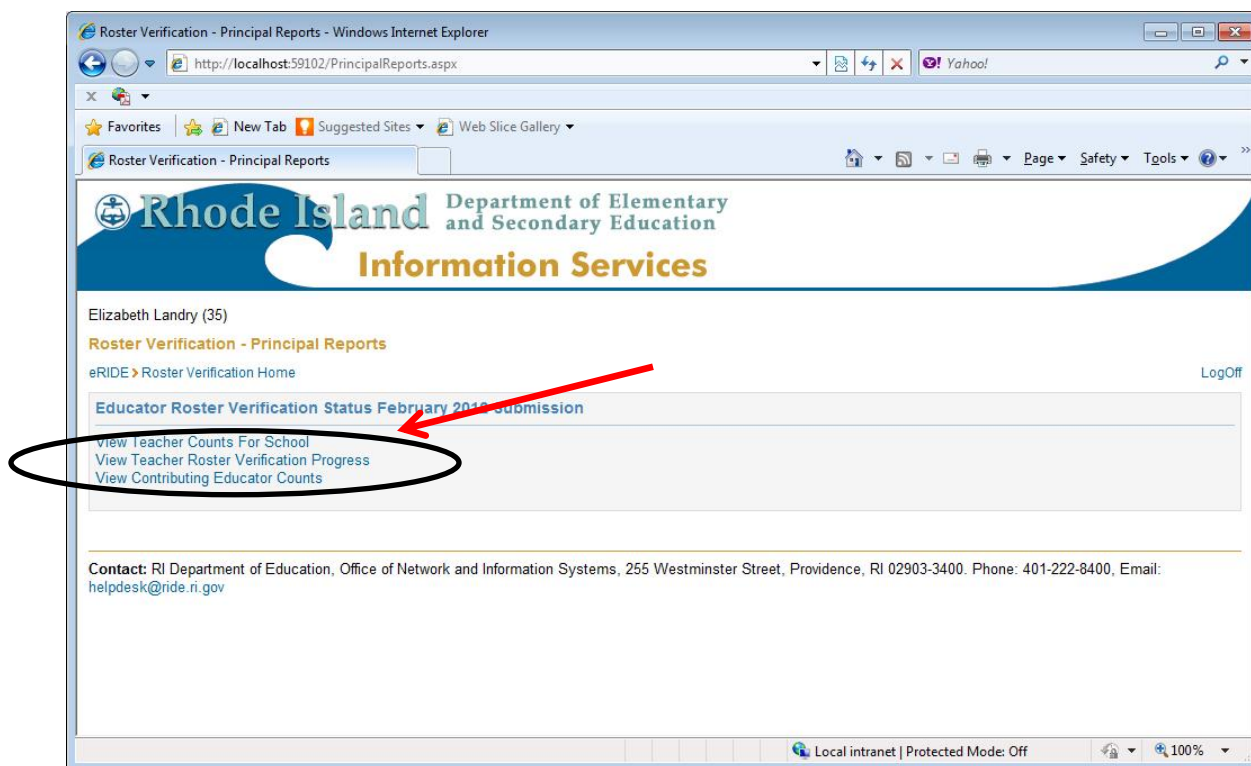
5. **24 hours after you have communicated the necessary changes are made in your district SIS, check the RV Tool to confirm SIS updates were completed.**

Stage II: Monitor the Status of Teacher Roster Verification

Between Tuesday, May 29 and Tuesday, June 5, 2012, all teachers who are contributing educators in ELA and/or mathematics for grades 3 – 7 must complete their segment of the Roster Verification Process. Principals are responsible for monitoring the progress of teachers during this phase and assisting them in in completing their part of the Roster Verification process, as needed.

1. **Log into RV Tool on a daily basis during this period to view the status of Roster Verification by teachers to determine which teachers have not yet completed RV verification and/or have not yet even begun.**

   To review progress of your teachers during their Roster Verification period, click on the View Teacher Roster Verification Progress link to view a report that shows how your teachers are progressing.

2. **Identify teachers who have not yet begun or have begun but not finished and who may not understand the expectations for completing the RV process.**

On this page (above), you will see three different reports:

A. Overall count of teachers who are supposed to verify their rosters, of those teachers, how many have logged into the system at all, and how many have completed their Roster Verification progress and signed off

B. Status of individual teachers who are supposed to verify their rosters. You can see who has logged into the system, and presumably has begun their process, who has signed off, meaning they have completed their process, and who has not logged in at all, to mean they have not yet begun their process.

C. Number of students associated with each of their contributing educators for ELA and mathematics submitted by your district SIS though the TCS data collection process, as well as the numbers of students associated with each teacher as a contributing educator based on changes the teacher made and a column showing your changes to students associated with each teacher who is a contributing educator.

3. **Provide additional training or support as needed.**

All training and support materials for teachers (as well as support materials for principals) can be found at: http://www.ride.ri.gov/onis/rosterverification.aspx

Stage III: Review Teacher Rosters, Make Final Changes and Sign-Off

Between Wednesday, June 6 and Friday, June 22, 2012, principals will review and sign off on the rosters that their teachers have verified in the previous period. You must complete this segment of Roster Verification no later than Friday, June 22, 2012.

1. **Review list of students on each teacher's rosters**

Before you begin your review process, get acquainted with this front page where you will view your school rosters. There are several dropdown lists that will allow you to filter the data by district, school, teacher name, Course ID, Course Name, Section ID, and Grade. You may also sort your roster by course name, course ID, section ID, student ID and student last name. Finally, you can choose to only show records edited by one of your teachers by checking the box labeled "Show Only Edited Records."

To view your roster, click the "Show Roster" button at the bottom of the page.

This is what the roster list looks like:

Student records with changes made by your teachers are highlighted in pink.

You can see the changes made to individual student records and make your own edits by clicking on the edit button.

2. **Review every student change in detail to determine whether the teacher's changes to their rosters are appropriate**

This chart shows the types of changes a teacher (or you) may make, as well as the possible reasons why such a change is needed. Use this as your reference page as you review the different changes made by your teachers.

Type of Change	Scenarios (reasons a change may be made)
1. Remove student from teacher's roster	a. Student was never assigned to the teacher's class. b. Student was assigned to the teacher's class at some point this year but not on May 18, 2012.
2. Change teacher's status as "Contributing Educator" for a specific student	a. As of May 18, 2012, teacher taught the student in his class but did not contribute towards his ELA and/or Math learning. b. As of May 18, 2012, teacher taught the student in his class and did contribute towards his ELA and/or Math learning.
3. Change teacher's status as "Teacher of Record"	a. As of May 18, 2012, teacher taught the students in his class but was not the Teacher of Record. b. As of May 18, 2012, teacher taught the students in his class and was the Teacher of Record.
4. Add a student to teacher's roster	a. As of May 18, 2012, the student was assigned to teacher's class, AND the teacher did contribute towards the student's ELA and/or Math learning. (Reminder, the RV process only applies to grades 3-7.)

When you enter the Student Edit Page, you will see the following information:
- **A.** At the top left hand corner you will see the Student's Name, the specific course and section information and the Teacher to which the student is assigned.
- **B.** Below that, you will see a list of the possible changes that the teacher could make to this student's record.

C. To the right, you will see a column called "Teacher, values after verification period" – with checkboxes that have been greyed out so that they cannot be edited. This shows the student's record after the teacher finalized his or her verification. It will also show at the bottom any comments that the teacher may have included to justify changes made to the student's roster record.

D. To the right of this, you will see a column called "TCS Submission, values submitted by the district" – the data in this column shows for each row, what the original TCS submission reflected when the data came from the Student Information System.

E. Lastly, moving to the left, you will see a column called "Principal submission – values submitted by principal". This column will be pre-populated with whatever the last teacher submission indicated, but is where you will have the option to make additional changes if you do not agree with your teacher's changes and choose to overwrite them.

Before you approve changes made by a teacher to his or her roster, you should go through this checklist to ensure that all changes are as accurate as possible and that you are taking all necessary follow-up steps.

- What is the reason for the change?
- What evidence does the teacher provide to support this change?
- What actions must I take when I approve or reject this change?
- Does this change impact other students in the same class?
- Does this change impact other teachers of the same subject?

3. **Keep track of Teachers whose Roster Verification data are ready for sign-off versus those which require further action on your part.**

It is critically important that you keep track of which teachers in your school have data that is ready for sign off and which are not ready. This is important for two reasons. (1) You will need to communicate to teachers when you have made changes to records they have signed off on, and (2) you will only sign off one time once you have verified the school-wide roster, so you will need a list to keep track of where you are in the review and correction process.

4. **Resolve discrepancies and make final changes**

    A. Discuss any discrepancies you find with the relevant teachers and agree on how the data should be reconciled.

    B. Make the final corrections/changes in the RV tool (possibly over-writing teacher changes) using the check boxes in the principal submission column (see column E above).

    C. Make sure you document the reason for the change in the comments box (for example: in a case when the teacher noted that student J. Smith was not assigned to class on Oct 1, 2011 but entered on Oct 15, however you have attendance records taken in late Sept, you would note this as the reason for overriding the teacher change and returning the student's record back to the original TCS submission value).

    D. When you have finished making changes to the student's roster data, be sure to click on the "save" button before returning to the student roster page.

5. **Principal signs off on school-wide Roster**

Once you have resolved the discrepancies in your review of teachers' rosters and have made all needed corrections in the system, you are ready to proceed with the sign off process. At this point, you will return to the main school roster page. At the top of the page you will see a sign off section. Click on the "sign off" button to indicate that you have reviewed and verified the rosters for all of your teachers.

Removing Your "Sign Off"

If you realize after you have signed off on your roster that you either made a mistake or forgot to make additional changes, don't worry. You can still go back, as long as it is on or before the end of Stage III of the

Help Resources

If you need help with Roster Verification, you can find support using one of the following resources:

- For SIS questions or to get an eRIDE user name and password if you do not have one, please contact your district data systems manager.

- For questions about the Roster Verification Tool and Process, please go to the Roster Verification website (http://www.ride.ri.gov/onis/rosterverification.aspx) or contact the RIDE Roster Verification team at rosterverification@ride.ri.gov (Please be sure to include your full name, school, district, phone number and a description of your question or problem in the email so that we can properly assist you)

- You can also contact the RIDE HelpDesk with questions at: 401-222-8400

Key Dates and Milestones

From Tuesday, May 22 to Thursday, May 24, 2012, principals will begin the Roster Verification process by logging into the Roster Verification Tool and checking the Teacher-Course-Section (TCS) data to ensure that the information from the district student information system (SIS) was submitted correctly to RIDE. You will identify if there are any missing teachers or course sections for your school – or if there are any teachers or courses that should not be listed – and get corrections made in the Student Information System so that the correct data can be submitted back to RIDE in time for teachers to begin their portion of the Roster Verification process.

Between Tuesday, May 29 and Tuesday, June 5, 2012, all teachers who are contributing educators in ELA and mathematics for grades 3-7 must complete their segment of the Roster Verification Process. Principals should monitor progress of teachers during this phase.

Between Wednesday, June 6 and Friday, June 22, 2012, principals will review and sign off on the rosters that their teachers have verified in the previous period. You must complete this segment of Roster Verification no later than Friday, March 9, 2012.

Principal Review of Teachers and Sections	*(Tuesday, May 22 – Thursday, May 24, 2012)*
Principal Monitors Teacher Roster Verification and Sign-Off	*(Tuesday, May 29 – Tuesday, June 5, 2012)*
Principal School-wide Roster Review and Sign-Off	*(Wednesday, June 6 – Friday, June 22, 2012)*

About Roster Verification

What is <u>Roster Verification</u>?

- Roster verification is the process by which educators verify that the Teacher Course Student (TCS) data pertaining to them is accurate.
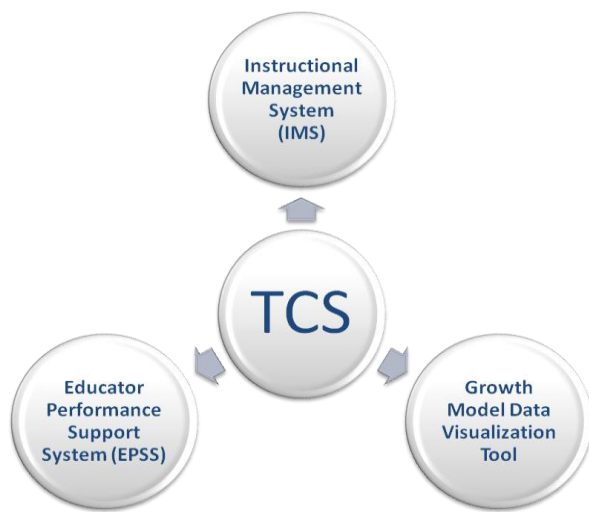
- For this school year (January – June 2012), all LEAs will be required to use a Roster Verification Tool provided through the eRIDE system. The Roster Verification Tool will draw from TCS data it is collecting from all LEAs via their Student Information Systems (SIS) on a daily basis.

- Your Student Information System is the data system which captures enrollment, attendance, classroom scheduling and grading information. Examples include: Aspen, Power School, MMS, SchoolMax and Infinite Campus.

- Teachers who are considered to be Contributing Educators to a student's ELA and/or mathematics learning will be required to review and verify student rosters.

- Principals will be responsible for reviewing TCS rosters, investigating issues, and providing a final sign-off for all contributing educators in the building.

What is the <u>Teacher Course Student</u> Connection?

- The Teacher Course Student connection, or "***TCS***", comprises the data that reports the linkage between students, the courses and sections to which they are assigned, and the teachers who provide their instruction.

- TCS data is collected through your school's Student Information System (or SIS)

Why is TCS data important?

Teacher-Course-Student data will improve educational decision-making by connecting teachers to their students accurately in statewide data systems. In particular, TCS data will feed the following new data platforms that will be available in Fall 2012:

- **The Instructional Management System (IMS)** being developed to support teachers in accessing and using data to improve instruction in the classroom;

- **The Educator Performance and Support System (EPSS)** being developed to manage information associated with the educator evaluation systems (including observation notes, professional goals, SLOs, etc.); and

- **The Growth Model Visualization (GMV)** tool being developed to show student growth.

These systems will not work without TCS data.

What is a <u>Contributing Educator</u>?

- A Contributing Educator (CE) is a teacher who has an assignment that is expected to contribute to the literacy or mathematics development of students.

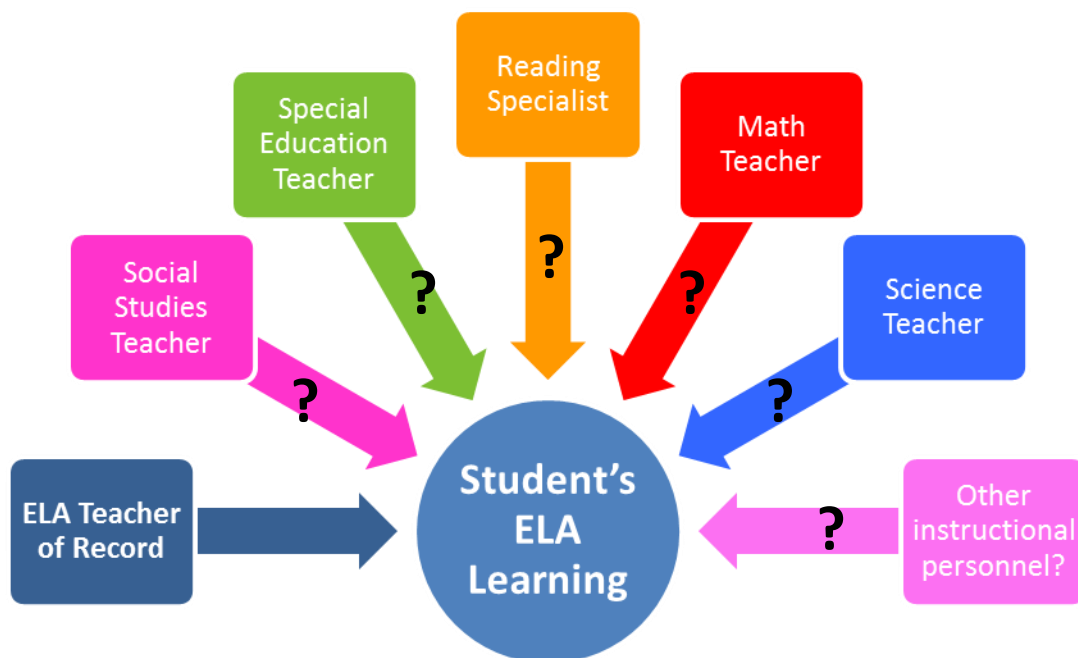- Many teachers may be identified as contributing educators for a class or course.

What is a <u>Teacher of Record</u>?

- The Teacher of Record (ToR) is the teacher responsible for content instruction and determining student grades.

- Typically the Teacher of Record is the designated educator identified as "highly qualified" for federal reporting purposes.

- Typically one teacher is identified as a Teacher of Record for a class or course, although in some cases where a course is co-taught the district may define both teachers as the Teacher of Record.

How will TCS Data Impact Teacher Evaluations?

Beginning in SY 2013/14, TCS data will establish which students' growth will inform a portion of which teacher's performance evaluation. Each school district develops its own policy to determine which teachers are contributing educators to the ELA and mathematics learning for which students.

The image below demonstrates how various teachers, in addition to a student's ELA Teacher of Record, may also be considered contributing educators to that student's literacy development. The decision about who is defined as a contributing educator for a student is made by your district based on guidance from the state.

Why do the Teacher and the Principal play such important roles in the Roster Verification Process?

Data Clerks and Data Managers are responsible for TCS data entry and maintenance of the SIS system, but ***Teachers and Principals*** are the primary users of the TCS data, which they will be using on a daily basis to inform educational decision-making.

Ultimately it is only the Teachers and Principals, who can confirm that the data accurately reflect the appropriate instructional connections between teachers and classes and students. Teachers and Principals will be held accountable for ensuring that these data are accurate and that educators have access to necessary information to improve instruction for their students.

Think of yourself, the teacher, as the "customer" of TCS Data. The data must be accurate, reliable, and ultimately useful for YOU!

The Importance of Data Quality Practices during Roster Verification

The Roster Verification process is intended to bridge the gap that exists between those who are collecting and entering data into the data system, and those who will be using the data for day-to-day decision-making. As you are reviewing and editing your roster (as described in more detail in the next few sections of this guide), it is important to be aware of the critical role that you will play in ensuring the accuracy of the information. Consider some points which highlight the importance of TCS Data for educators:

- TCS data is only as good as its source.

- You, the educator, are the best source to provide key information about the students in your school.

- The decisions you make about the accuracy of your Roster Data will directly impact your ability to access the right information about your students.

- Final roster data that you and your teachers verify will become the state's official system of record used for calculating student growth.

- TCS establishes which student's growth will inform a portion of each contributing educator's annual performance evaluation.

Key Data Quality Practice # 1: Use Additional Sources of Information

It is possible that your district's student information system did not capture the most up-to-date information about your students' course assignments, but you and/or their teachers maintained other sources of information that may provide a more accurate picture of your students and their status in your classrooms.

Identify the most accurate source(s) of information that you have about your students. Examples include:

- Grade Books and Report Cards
- School and Classroom Attendance Records
- Benchmark Assessment data
- Student Portfolios

These data sources can provide evidence that you have recorded reliable, real-time information about that student and help you confirm whether your teachers did indeed provide instruction to a student during a particular time period. Daily or weekly grade books can show recorded grades for quizzes, homework on specific dates. Daily attendance logs can tell you whether a particular student was assigned to a specific class during a specific time period.

Key Data Quality Practice # 2: Compare Data for Consistency

Teachers are likely to work closely with other teachers in coordinating lesson planning, instructional interventions, and student performance goals for students whom they may have in common. They should be comparing their data with other teachers who teach the same students to look for inconsistencies in any of the following areas:

- Discuss potential questions/issues with other teachers who teach some or all of the same students.

- Compare Contributing Educator and/or Teacher of Record status with other similar teachers to ensure that district policy is being interpreted the same way.

- Look for inconsistencies across different teachers regarding student's Feb.1, 2012 or Oct.1, 2011 enrollment status as captured in your school's student information system.